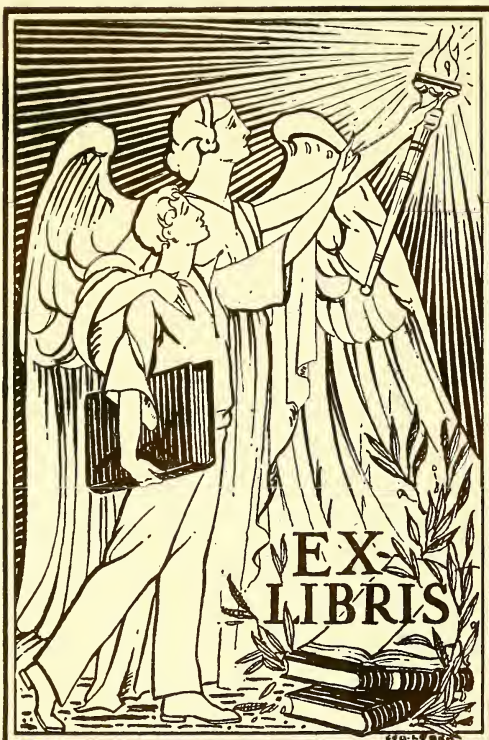


RULES FOR
READING AND WRITING
GRADE 2

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AMERICAN FOUNDATION
FOR THE BLIND INC.

RULES
FOR READING AND WRITING
REVISED BRAILLE GRADE 2
FOR
AMERICAN READERS OF GRADE 1½

Grade 2

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Revised Braille

Grade II.

Instructions

for Reading and Writing

All contractions and abbreviations of Grade One and a Half are entirely used in Grade Two. Moreover other contractions and abbreviations are formed by signs not employed in Grade One and a Half. It must be noticed that all contractions and abbreviations — with the exception of «be», «con» and «dis» — stand for sequences of letters and not for syllables, a fact which allows a larger use of them.


Rules

Since this method is intended for readers of Grade One and a Half we shall only give here the rules of Grade Two which differ from those of the former grade.


1. — *Punctuation Signs.* As in Grade One and a Half, with the exception of :

Capital sign (usually left out) : dots 2-6 ;

Italic sign : dot 6 ; (It should be observed that when more than 3 italicised words occur in sequences instead of italicising every word, the first is to be preceded by two and the last by one italic sign.)

Abbreviation point : dot 5, Ex : Dr.  It

is obvious that when a dot is used in ordinary print to signify both a full stop and an abbreviation point, the full stop only

need be used in Braille, Ex: U. S. 

2. — *Ellipsis* : Expressed in ordinary print by a succession of dots is represented by three times dot 5, between two blank cells; however, at the beginning or the end of a quotation, the opening or closing quotation marks should join the succession

of dots: 

We give below all the contractions and abbreviations used in Grade One and a Half, as follows :











1 st line	{	but	can	do	every	from	go	have	just		
2 nd line	{	knowledge	like	more	not	people	quite	rather	so	that	
3 rd line	{	us	very	it	you	as	and	for	of	the	with
4 th line	{	gh	sh shall	th this	wh which	ed	er	ou out	ow	w will	
5 th line	{	en	in	ing	ar						

In addition to « in » and « en » which occur in Grade One and a Half, the following signs are used in Grade Two (In Braille, the sign “ ” has been written in front of these signs, this merely to show their position as lower dots.)

One-cell contractions of letters.

	ea		ff
	be or bb		gg
	con or cc		in
	com		ch
	dis or dd		st
	en		ble

























One-cell contractions of words.

 be
  to
  his
  was, by
 enough
 in
 child
 were
 into
 still









Two-cell contractions

Different combinations of dots 2-4-6 placed before a letter are used for contractions.

The following combinations dots 2-4, 4, 2-4-6, placed before a letter are used for initial contractions; they may stand as words or part-words:

Initial Contractions.				Initial Contractions.			
Sign.	Col. 1	Col. 2	Col. 3	Sign.	Col. 1	Col. 2	Col. 3
	Preceded by dot 4.	Preceded by dots 2-4	Preceded by dots 2-4-6		Preceded by dot 4.	Preceded by dots 2-4	Preceded by dots 2-4-6
	Christ	cannot		part
	day		right
	ever		some	spirit
	father		time
	God		under	upon	unto
	here	had		work	word	world
	Jesus		young
	know		there	these	their
	Lord		character
	mother	many		through	those
	name		where	whose
	one		ought

The following combinations : dots 2 - 6, 4 - 6, 6, placed before a letter are used for final contractions and part-words only, but may be used at the beginning of a line when a word is divided:

Sign.	Final Contractions			Sign.	Final Contractions.		
	Col. 4	Col. 5	Col. 6		Col. 4	Col. 5	Col. 6
	Preceded by dots 2 - 6	Preceded by dots 4 - 6	Preceded by dot 6		Preceded by dots. 2 - 6	Preceded by dots. 4 - 6	Preceded by dot. 6
	ound				sion	tion	ation
	ance	ence			less	ness	
		ong			ount	ment	
		ful				ity	ally

ADDITIONAL RULES FOR GRADE II.

7 . — The contractions given in Grade II Table of Signs shall, subject to the rules given below, express the letters for which they stand, whether these letters form a whole or part of a word.

8 . — The contraction for *ea*, dot 3, may be used only when these letters occur between two letters of the same word in one line.

9 . — The contractions for *be*, *con*, *dis*, may be used only when these letters form the first syllable of a word, or a syllable at the commencement of a line (or *be* stands alone.)

10 . — The contractions for *bb*, *cc*, *dd*, *ff*, *gg* (which it will be seen are the letters *b*, *c*, *d*, *f*, *g*, written in the lower position) may only express the letters for which they stand when they occur between letters of the same word and in the same line

11 . — The contractions for *ing* and *ble* may not begin a word.

12 . — The contraction for *com* may be used only at the

beginning of a word or of a line, and may not be used when it would be in contact with the hyphen or dash.

13 . — The words *and*, *for*, *of*, *the*, *with*, *a*, may follow one another without a space between them, where the sense permits, and should be used as parts of words wherever possible, in preference to any other contraction. Ex. :

●●●●●●●● offering and not o ff er ing

14 . — Word Signs, with the exception of *and*, *for*, *of*, *the*, *with*, *be*, and *in*, may only be used for the whole words for which they stand; nothing may be added to them except the apostrophe *s*, or punctuation signs. They may, however, with the exception of *to*, *into*, and *by*, be joined to other words by the hyphen, to form compound words.

These word signs may be preceded by the contractions for *by*, *into*, and *to*, and, with the exception of the lower signs, may be used when followed by the apostrophe, in familiar expressions such as “c’t” for “can’t” ; “y’re” for “you’re” ; “t’s” for “that’s” .

15 . — The contractions for *to*, *into*, and *by* are always to be written close up to the word which follows, and may not be used unless they can be so written—thus the contraction for *by* is distinguished from the contraction for *was*. They may never be joined to other words by the hyphen to form compound words.

In such phrases as “It was referred to yesterday,” “He was passed by when others were noticed,” “to” and “by” should be written in full.

16 . — Abbreviated words given in the list (pages 9-10) may be used in combination, but no addition may be made to any of them which would result in wrong spelling, or in the production of a difficulty to the reader. Example : If *ing* were added to the abbreviation for “glory,” the word would become “gling.”

The abbreviation for *its* must not be used in combination.

17 . — One lower sign may not follow another without a space between them, unless one of them is in contact with a sign containing dot 1 or dot 2. Not more than two lower signs may join each other unless all are punctuation signs ; thus :

 to come  “ to come ”

EXCEPTION . — The dash and the sign for “ into ” being each two-celled, or compound lower signs, may join one lower sign if anyone of them is in contact with a sign containing dot 1 or dot 2.

Ex. :  into distress

NOTE . — The signs preceded by dots 4, 4-6 and 6 are not to be treated as Lower Signs. Ex. :

 into some  to comment

18 . — When words are divided at the end of a line, the division must be at the end of a syllable.

A contraction should not be used to form part of a word, if the grouping of letters suggested by its use is likely to prove a hindrance to the reader.

Examples : “ Carthorse ” should be written

 (C ar thorse

and not  (C ar th orse)

LIKEWISE :


“Untold” should be written  (Untold)

and not  (Unto ld)










19 . — Contractions must not be used in unfamiliar proper names, or in any foreign words.

20 . — Contracted Numerals : Where the saving of space is very essential, each of the numerals 10 to 49 may be written in one cell. These contractions must not be used in arithmetic.

Dot 5 adds ten ; dots 5-6 add twenty ; and dot 6 adds thirty to the cipher or unit figure. The numerals 40 to 49 may be expressed by writing the cipher or unit in the lower position. Examples :

 10
  12
  20
  21
  30
 39
 40
 41
 49

21 . — When the saving of space is very essential, and the meaning would be obvious to the reader, references may be contracted thus :



 Chapter 4, page 50
line 8.


 Volume I., pp. 9-15.


 Pages 8 and 21.

NOTE.—When making extracts from books or articles the copyist should use the combination :



to mark the place where he omits a portion of the text. Thus the copyist's omissions may be distinguished from an ellipsis in the original.

LIST OF ABBREVIATED WORDS.

<i>ab</i>	about	<i>cd</i>	could	<i>mst</i>	must
<i>abv</i>	above	<i>shd</i>	should	<i>mch</i>	much
<i>ac</i>	according	<i>wd</i>	would	<i>sch</i>	such
<i>af</i>	after	<i>concv</i>	conceive	<i>o'c</i>	o'clock
<i>afw</i>	afterward	<i>concvg</i>	conceiving	<i>perh</i>	perhaps
<i>ag</i>	again	<i>dcv</i>	deceive	<i>pd</i>	paid
<i>agst</i>	against	<i>dcvg</i>	deceiving	<i>sd</i>	said
<i>al</i>	also	<i>percv</i>	perceive	<i>sth</i>	saith
<i>alm</i>	almost	<i>percvg</i>	perceiving	<i>to-d</i>	to-day
<i>alr</i>	already	<i>rcv</i>	receive	<i>to-m</i>	to-morrow
<i>alt</i>	altogether	<i>rcvg</i>	receiving	<i>to-n</i>	to-night
<i>alth</i>	although	<i>dcl</i>	declare	<i>hm</i>	him
<i>alw</i>	always	<i>dclg</i>	declaring	<i>xs</i>	its
<i>bec</i>	because	<i>rjc</i>	rejoice	<i>yr</i>	your
<i>bef</i>	before	<i>rjcg</i>	rejoicing	<i>myf</i>	myself
<i>beh</i>	behind	<i>ei</i>	either	<i>thyf</i>	thyslf
<i>bel</i>	below	<i>nei</i>	neither	<i>hmf</i>	himself
<i>ben</i>	beneath	<i>fth</i>	faith	<i>herf</i>	herself
<i>bes</i>	beside	<i>gl</i>	glory	<i>xf</i>	itself
<i>bet</i>	between	<i>gd</i>	good	<i>oncf</i>	oneself
<i>bey</i>	beyond	<i>gr</i>	grace	<i>yrf</i>	yourself
<i>bl</i>	blind	<i>grt</i>	great	<i>ourvs</i>	ourselves
<i>brl</i>	Braille	<i>hl</i>	holy	<i>yrvs</i>	yourselves
<i>chn</i>	children	<i>imm</i>	immediate	<i>themvs</i>	themselves
		<i>ll</i>	little		

THE SAME LIST ALPHABETICALLY ARRANGED :

about	ab	conceive	<i>concv</i>	o'clock	o'c
above	abv	conceiving	<i>concvg</i>	oneself	<i>onelf</i>
according	ac	could	cd	ourselves	<i>ourvvs</i>
after	af	deceive	dev	paid	pd
afterward	afw	deceiving	devg	perceive	<i>percv</i>
again	ag	declare	dcl	perceiving	<i>percvg</i>
against	<i>agst</i>	declaring	dclg	perhaps	<i>perh</i>
almost	alm	either	ei	receive	rev
already	alr	faith	<i>ftth</i>	receiving	<i>rcvvg</i>
also	al	glory	gl	rejoice	rjc
although	<i>alth</i>	good	gd	rejoicing	<i>rjcg</i>
altogether	all	grace	gr	said	sd
always	alw	great	grt	saith	<i>sth</i>
because	<i>bec</i>	herself	<i>herf</i>	should	<i>shd</i>
before	<i>bef</i>	him	hm	such	<i>sch</i>
behind	<i>beh</i>	himself	<i>hmf</i>	themselves	<i>themvvs</i>
below	<i>bel</i>	holy	hl	thysself	<i>thyf</i>
beneath	<i>ben</i>	immediate	imm	to-day	to-d
beside	<i>bes</i>	its	xs	to-morrow	to-m
between	<i>bet</i>	itself	xf	to night	to-n
beyond	<i>bey</i>	little	ll	would	wd
blind	bl	much	<i>mch</i>	your	<i>yr</i>
Braille	brl	must	<i>mst</i>	yourself	<i>yrf</i>
children	<i>chn</i>	myself	<i>myf</i>	yourselves	<i>yrvvs</i>
		neither	nei		

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